



**Position:** Receiving Clerk  
**Requisition ID:** 120  
**Location:** Roseville MLS, Roseville, California  
**Pay:** \$11.21/hr

**MINIMUM QUALIFICATIONS:**

- High School Diploma or G.E.D
- One year of clerical or customer service experience is desirable, preferably in shipping and receiving or warehousing
- Familiarity with packing and shipping methods preferred
- Computer literacy

PRIDE Industries is a fast paced company with a mission: To Create Jobs for People with Disabilities while providing high quality, value-added solutions to our nationwide customers. We are currently seeking a Receiving Clerk to join our outstanding team.

This position is responsible for performing a variety of duties related to the receiving, organization, storage and movement of products and materials within a warehouse or distribution center.

Qualifications and experience for this position include but are not limited to the following:

- Verify materials against receiving documents
- Palletize materials as needed
- Move material using a forklift, pallet jack and supply carts
- Replenish stock to workplace from storage area.
- Move raw material and finished goods and materials
- Maintain Quality control of the supplies and materials
- Familiarity with distribution and warehousing processes and procedures
- Knowledge of Warehouse Management Systems
- Load/unload, sort, stock, assembly, inventory, & packaging, as needed
- Must be safety conscientious
- Valid CA Driver License required
- Experience working with people with disabilities desirable

The qualified candidate will have strong communication and interpersonal skills necessary to work well in a team-oriented work environment. Flexibility, a solid work ethic and the ability to work in a fast paced environment are a must.

PRIDE Industries provides outstanding benefits and a competitive salary. If you are interested in working for this unique organization that blends business with a social mission, please apply. PRIDE Industries is an equal opportunity employer dedicated to affirmative action, work-force diversity and a drug-free working environment.

**If you would like to apply to this position, please contact your Applicant Coordinator at:**

**Last name begins with A-K: 916-854-3881**

**Last name begins with L-Z: 916-854-3882**